



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LEGAL RESEARCH ASSISTANT II	35	B	7.752
LEGAL RESEARCH ASSISTANT I	33	B	7.750

SERIES CONCEPT

Under general supervision, Legal Research Assistants provide legal assistance/support to agency counsel, drawing upon their training and/or experience to draft various legal documents and research topics as assigned in order to provide legislative history, and information concerning statutory law, regulatory law, and case law.

Research legal problems facing the agency and draft legal opinions, pleadings, motions and various other legal documents for agency counsel.

Draft and dictate letters and memoranda concerning specific cases, issues or conclusions as requested by agency counsel or supervisors.

Review files and other furnished information to identify favorable and unfavorable information regarding the client's or opposition's position in order to provide counsel with sufficient information to determine appropriate legal action required.

Interview clients to obtain necessary information regarding their case; obtain pertinent information from individuals who call requesting help in order to provide initial information to counsel; and provide referrals to other resources as applicable.

Review legislative packages during legislative session and refer bills which may have an impact upon the agency to the proper supervisor; prepare legislative packages as assigned.

Prepare evidence packages to be presented by counsel at hearings.

Evaluate opposing counsels' briefs to verify accuracy and determine whether or not citations are pertinent to issues of the case; and research and prepare opposition.

Serve, process and file documents at courts and pickup or deliver documents.

Maintain law library materials in hard copy and on computer; and index and maintain brief bank in hard copy and on computer.

Perform related duties as assigned.

CLASS CONCEPTS

Legal Research Assistant II: Positions allocated to this class work under general supervision and in addition to performing the full range of duties described in the series concept, supervise Legal Research Assistant I's. Incumbents conduct more complex and in-depth legal research and analysis functions by applying higher level knowledge and expertise.

Legal Research Assistant I: Positions allocated to this class work under general supervision and perform the full range of duties described in the series concept. This is the journey level for the series.

MINIMUM QUALIFICATIONS

LEGAL RESEARCH ASSISTANT II

EDUCATION AND EXPERIENCE: Graduation from a two-year accredited paralegal program and three years of legal research and document preparation experience including preparation of pleadings and other documents filed in court; **OR** one year of experience as a Legal Research Assistant I in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: substantive, procedural, evidentiary, and ethics law sufficient to analyze and formulate legal opinions regarding legal questions. **Ability to:** prepare legal documents; review written material and provide input to counsel and supervisor; conduct legal analysis and summarization; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: law on subject matter for which the department is responsible. **Working knowledge of:** supervisory techniques and practices. **Ability to:** provide training; assign work; develop work performance standards; and evaluate employee performance.

LEGAL RESEARCH ASSISTANT I

EDUCATION AND EXPERIENCE: Graduation from a two-year accredited paralegal program and two years of legal research and document preparation experience including preparation of pleadings and other documents filed in court; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: legal publications and sources of information to effectively obtain pertinent information; substantive, procedural, evidentiary, and ethics law sufficient to analyze and formulate legal opinions regarding legal questions; how to use law libraries; preparation of legal documentation. **Ability to:** effectively compose business correspondence and legal documents; communicate effectively both orally and in writing; conduct research regarding legal issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: laws and legal issues pertinent to the department.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.752</u> 12/24/97UC	<u>7.750</u> 1/01/61
REVISED:		12/18/81-3
REVISED:		7/01/89P
REVISED:		9/27/88PC
REVISED:		7/01/93P
REVISED:		9/24/92PC
REVISED:		12/24/97UC